



# **Edward Byrne Memorial Justice Assistance Grant (JAG) 2014 Drug Task Force (DTF) Project Pre-Bid Webinar**

**Missouri Department of Public Safety  
May 21, 2014**

# DEPARTMENT OF PUBLIC SAFETY

## CRIMINAL JUSTICE/LAW ENFORCEMENT UNIT

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MO Department of Public Safety

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# OUTLINE FOR TODAY

1. General Information
2. Grant Guidelines
3. Application
4. Post-Application Information
5. Post-Award Reporting Requirements
6. Other Resources
7. Questions?

# **GENERAL INFORMATION**

# SOURCE OF FUNDS

- February 26, 1988
  - New York Police Officer, Edward R. Byrne was on detail protecting a witness who agreed to testify in court against local drug dealers
  - Distracted by a knock on the passenger-side window
  - Shot 5 times in the head
  - Both gunmen, along with lookouts, fled the scene
  - Died from wounds at the age of 22
  - Four assailants were captured six days after the murder and were eventually sentenced to 25 years to life
  - Edward Memorial Formula Grant (Byrne) created in Officer Byrne's honor
- Federal Administering Agency:
  - U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA)
- 42 U.S.C. 3751(a) - 2005:
  - Edward Byrne Memorial Justice Assistance Grant (JAG) Program combined the Edward Byrne Memorial Formula Grant (Byrne) and Local Law Enforcement Block Grant (LLEBG) Programs to streamline funding and grant administration.

# FUNDING

**Base Allocation  
+  
Formula  
Allocation  
(population & crime)**

**Missouri**

**Base  
Allocation**

**<\$10K  
Allocations**

**>\$10K  
Allocations**

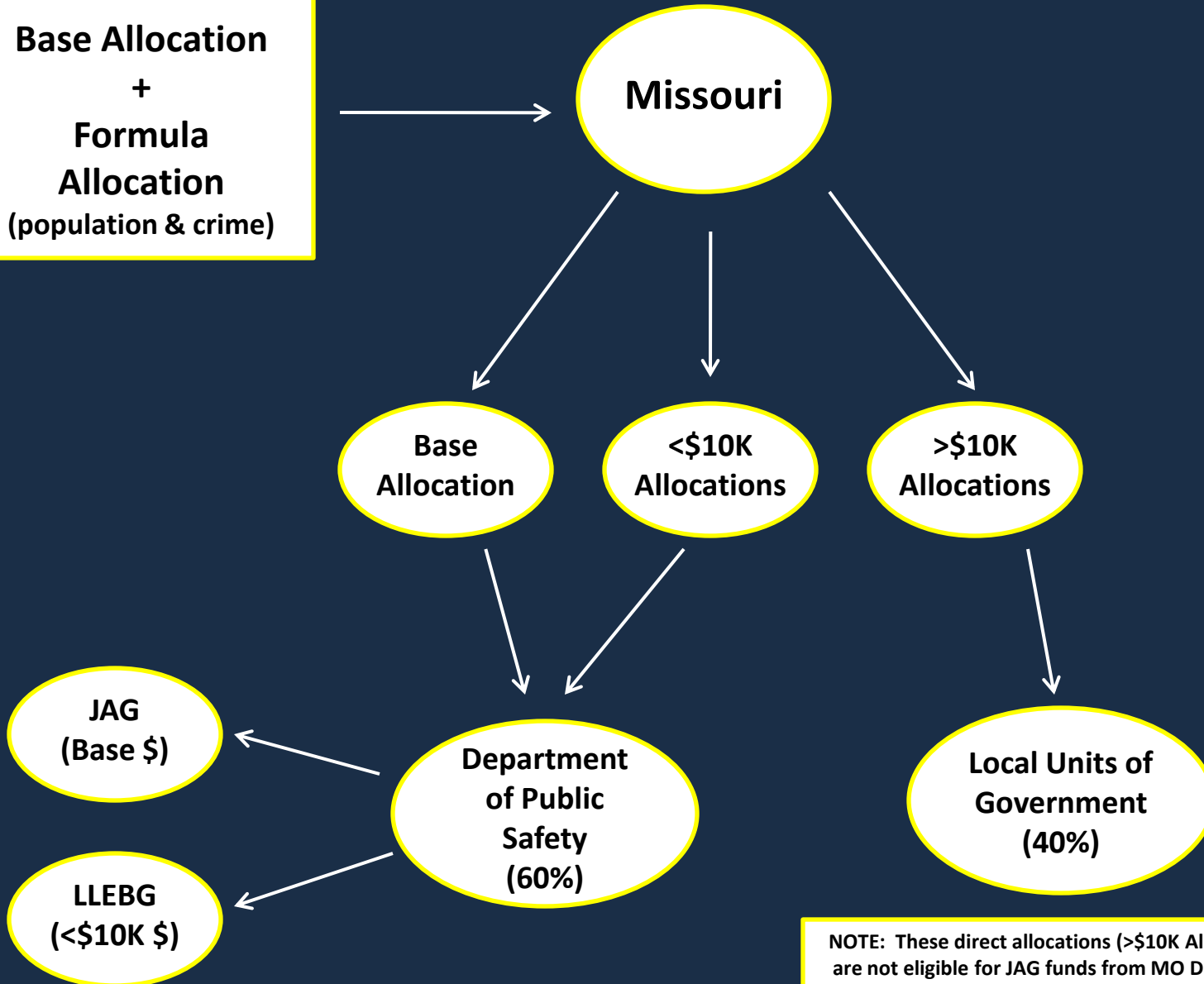
**JAG  
(Base \$)**

**LLEBG  
(<\$10K \$)**

**Department  
of Public  
Safety  
(60%)**

**Local Units of  
Government  
(40%)**

**NOTE: These direct allocations (>\$10K Allocations)  
are not eligible for JAG funds from MO DPS unless  
the project is multi-jurisdictional.**



# FEDERAL AWARD OVERVIEW

Federal Fiscal Year	Federal Award Date	Federal Project Period	JAG	JAG Change from Previous Year	LLEBG (>\$10K)
FY 2005	10/1/2005	10/1/2004 – 9/30/2008	\$5,200,115.80	N/A	\$937,373.00
FY 2006	10/1/2006	10/1/2005 – 9/30/2009	\$3,054,596.80	- 41.26%	\$709,547.00
FY 2007	10/1/2007	10/1/2006 – 9/30/2010	\$4,737,674.30	+ 55.10%	\$873,931.00
FY 2008	10/1/2008	10/1/2007 – 9/30/2011	\$1,971,915.25	- 58.38% (ARRA)	\$482,295.75
FY 2009	10/1/2009	10/1/2008 – 9/30/2012	\$5,215,081.60	+ 164.47%	\$813,572.00
FY 2010	10/1/2010	10/1/2009 – 9/30/2013	\$5,042,904.30	- 3.3%	\$804,044.00
FY 2011	10/1/2011	10/1/2010 – 9/30/2014	\$4,057,417.80	- 19.54%	\$646,188.30
FY 2012	10/1/2012	10/1/2011 – 9/30/2015	\$3,218,055.30	- 20.69%	\$607,462.20
FY 2013	10/1/2013	10/1/2012 – 9/30/2016	\$3,258,824.00	+1.27%	\$607,462.20
FY 2014	10/1/2014	10/1/2013 – 9/30/2017	?	?	?

- Federal Fiscal Year = October 1 to September 30
- State Fiscal Year = July 1 to June 30
- FY 2014 Federal Preliminary Total Award = \$4,228,536 (compared to \$4,385,920 in FY 2013; approximately \$160,000 less)
- FY15 State Budget includes request for \$1.5 million

# **GRANT GUIDELINES**



# GOVERNING DIRECTIVES

- 42 U.S.C. 3750 Part E of Title I of the Omnibus Crime Control and Safe Streets Act of 1968
- Office of Justice Programs (OJP) Financial Guide:  
[www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)
- Office of Management and Budget (OMB) Circulars:  
[www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)
  - A-87: Cost Principles for State and Local Governments
  - A-102: Uniform Administrative Requirement for Grants-in-Aid to State and Local Governments
  - A-133: Audits of States, Local Governments, and Non-Profit Organizations
- 28 CFR Part 69: Restrictions on Lobbying
- 28 CFR Part 23: Criminal Intelligence Systems Operating Policies
- Executive Order 12549: Debarment and Suspensions
- Variety of other federal laws, rules, and guidance

# ELIGIBLE APPLICANTS

- Any state or local unit of government
  - Except those eligible for a direct FY 2013 JAG award, unless submitting for a multi-jurisdictional project
  - Refer to Appendix A of the 2014 JAG Solicitation, page 112
  - Non-profit or for-profit organizations are not eligible
- State agencies must have budgetary spending authority prior to submitting an application
- Law enforcement agencies must apply through their respective local unit of government (pass-thru agency)
- Jurisdictions currently served by a grant-funded task force should request resources through the established task force
- Separate application for each “project”

# ELIGIBILITY REQUIREMENTS

Applicant must be in compliance with the following state statutes:

- **Section 195.509 RSMo:** Intergovernmental Drug Laws Enforcement Act
  - Operate pursuant to intergovernmental contracts, and involve two or more units of local government;
  - Establish a MEG policy board composed of 1) an elected official (or his designee), 2) the chief law enforcement officer from each participating unit of government ,and 3) a representative of a hazardous materials response team or a representative of the local fire response agency;
  - Designate a single appropriate official of a participating unit of local government to act as the financial officer of the MEG for all participating units of the local government and to receive funds for the operation of the MEG;
  - Limit its target operation to enforcement of drug laws;
  - Cooperate with the Department of Public Safety to assure compliance with sections 195.501 to 195.511;
  - Cooperate with the local hazardous material response team to establish a local emergency response strategy.
- **Section 43.505 RSMo:** Monthly Uniform Crime Reporting (UCRs)
- **Section 590.650 RSMo:** Annual Racial Profiling Reporting
- **Section 513.653 RSMo:** Annual Federal Forfeiture Report
- **Section 590.700 RSMo:** Recording of Custodial Interrogations
- **Section 577.005 RSMo:** Forwarding Intoxication-Related Offenses

# ELIGIBLE PROGRAM AREAS

1. Law Enforcement
2. Prosecution & Court
3. Prevention & Education
4. Corrections & Community Corrections
5. Drug Treatment
6. Planning, Evaluation, & Technology Improvement
7. Crime Victim & Witness Programs

# ELIGIBLE BUDGET CATEGORIES

1. Personnel
2. Personnel Benefits
3. Personnel Overtime
4. Personnel Overtime Benefits
5. Travel/Training
6. Equipment
7. Supplies/Operations
8. Contractual

# ALLOWABLE COSTS

- OJP Financial Guide, Part III, Chapter 3.9
- Allowable costs include, but are not limited to:
  - Salaries & Benefits
  - Overtime & Benefits
  - Training & Travel Costs
  - Fleet Fuel/Mileage
  - Equipment
  - Office Furniture
  - Vehicle Lease or Purchase
  - Vehicle Insurance
  - Office Telephones
  - Cell Phones
  - Internet Service
  - Postage
  - Office Supplies
  - Field Supplies
  - Office Rent
  - Officer Liability Insurance
  - Utilities
  - Printing
  - Training Materials
  - Membership Dues
  - Consultant Services

# UNALLOWABLE COSTS

- In part based on OJP Financial Guide, Part III, Chapter 3.13
- In part based on DPS-imposed liabilities
- Unallowable costs include, but are not limited to:
  - Acquisition of Real Property
  - Aircraft (excluding police helicopters)
  - Alcohol/Bar Charges
  - Bonuses or Commissions
  - Canines and Canine Expenses
  - Compensation of Federal Employees
  - **NEW FY15!** Confidential Funds
  - Construction/Renovation Projects
  - Consultant Rates over \$450/day
  - Entertainment Expenses
  - Finance Fees/Late Charges
  - First Class Travel
  - Less than Lethal Weapons
  - Lobbying or Fundraising
  - Military-type Equipment
  - Non-Compliant Mobile Radios
  - Personal Incentives for Employment
  - Pre-Paid Fuel or Phone Cards
  - Push Bumpers
  - Radar Guns
  - Spikes/Stop Sticks
  - Tasers
  - Vehicles (excluding police cruisers)
  - Vessels (excluding police boats)
  - Weapons and Ammunition

# PROJECT PERIOD

- Contract Period: July 1, 2014 to June 30, 2015
  - 12 month contract period
  - No requests to extend this contract period
  - Any funds not used will lapse
- Funds obligated within the contract period
  - Activities occurring before the contract period start date or after the contract period end date are not allowable
  - Must pro-rate expenses where necessary
- Funds expended within 60 days of contract period end
- Funds disbursed monthly (reimbursement)



# LOCAL MATCH

- No local match requirement
  - Local match created buy-in from the member agencies
  - Local match augmented the grant funding
  - Federal agency is encouraging all states to discontinue the match requirement
  - Grantees can continue imposing mandatory and/or voluntary contributions from member agencies
    - Objective is to have all signing MOU members contribute something of value to the task force
  - Must be mindful of the total amount of funding available vs. the total amount of requests
  - Agencies that must rely on federal equitable sharing funds must be mindful of the permissible uses of those federal dollars

**APPLICATION**

# GENERAL APPLICATION GUIDELINES

- There will only be 1 solicitation
  - Apply for EVERYTHING under this funding opportunity!
  - Priority funding areas have not been determined
  - DPS will sort out the fund sources
- Solicitation released Wed., May 21, 2014
  - DPS JAG website: <http://www.dps.mo.gov/dir/programs/cjle/jag.asp>
  - DPS WebGrants Funding Opportunity:  
<https://dpsgrants.dps.mo.gov>
- Applications must be submitted online in WebGrants
  - Paper applications will not be accepted
- Applications due by 5:00 p.m. on Wed., June 18, 2014
  - WebGrants will not accept late applications - - start early!

# HOW TO APPLY

- Applicant must be registered within WebGrants to access the grants management system and funding opportunity
- Use the JAG Solicitation and the WebGrants form instructions to aid in the completion and submission of an application; re-read the form instructions and the information provided to ensure relevance and completeness
- The JAG Drug Task Force (DTF) Application has 14 components (forms); each component must be “Marked Complete”
- Form and field instructions have been provided to aid in the completion of each form
- Each form has required fields indicated by a red asterisk (\*) ; form cannot be saved until each field contains data
- Do not use CAPS when filling out the application forms!!

# STEP #1 – LOGIN or REGISTER

Missouri Department of Public Safety

System Compatibility

Log In

**Login**

User ID:\*

Password:\*

[Forgot Password?](#)

**New to WebGrants - Missouri Department of Public Safety?**

[Register Here](#)

**Announcements**

Welcome to the Missouri Department of Public Safety's WebGrants homepage!

First time users must register themselves and their organization before using WebGrants. Click "Register Here" above to complete the registration form. Be sure the information provided is that of your applicant agency and work contact. Once completed, your registration will be subject to approval by the Department of Public Safety.

Returning users may enter their User ID and Password above to access WebGrants. If you have forgotten your password, click "Forgot Password" to have it sent to your email. If you have forgotten your User ID and Password, contact a Department of Public Safety staff member.

Approved users may add additional users from their organization under the "My Profile" once logged into WebGrants. Users which have been added by an approved user are not subject to approval by the Department of Public Safety.

Approved users which are associated with multiple organizations should contact the Department of Public Safety to allow access to view each organization's grants. These users should not register in WebGrants more than once as each registration assigns a new login. The user would be unable to maintain all relevant grants under one login if registered more than once.

If you have questions or problems, please email [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) or call (573) 751-4905. If you have questions

Returning Users or Organizations:

enter UserID and Password

New Organizations:

click the 'Register Here' link; refer to page 12 of the 2014 JAG Solicitation

# STEP #2 – VERIFY ‘MY PROFILE’

1. Maintain profile and contact information
2. Maintain organization’s information
  - Do not change the Applicant Agency name though
3. Add additional registered users
  - Add only if individual is not already a registered user
    - Notify DPS to add if individual is already a user associated with a different grant
  - Existing sub-grantees should submit a “Change of Information Form” if new individuals are added by sending an email via the ‘Correspondence’ component of WebGrants
4. Remove registered users
  - Do not delete a registered user yourself; the individual is not automatically removed from the General Information form as a grantee contact or from the Distribution List
  - Notify DPS if an individual needs to be removed
    - Existing sub-grantees should submit a “Change of Information Form” via the ‘Correspondence’ component of WebGrants
    - New applicants should contact a DPS staff member identified in the solicitation

# CLARIFICATION OF ALERTS & NOTIFICATIONS

- Two types of notifications:
  - **Automated alerts** triggered on application and grant phases (e.g. status change, submission, negotiation, approval, not approved)
  - **Mass distribution list emails** from DPS staff (e.g. reminders, updates, training notices)
- Alerts/Notifications are sent from **dpswebgrants@dps.mo.gov**
  - Add to safe sender list or a contact list to avoid being treated as junk/spam
  - Do not overlook these alerts as they can contain important and time-sensitive information
- While the record is in the “**My Applications**” module, only the **Primary Contact** receives system-generated alerts
- While the record is in the “**My Grants**” module, the **Primary Contact** and Additional Grantee Contacts, as applicable, receive system-generated alerts

# STATUS OVERVIEW

## My Applications:

- **Submitted** – application has been submitted by the grantee
- **Under Review** – application has been assigned for review
- **Correcting** – application is being edited by the grantee
- **Approved** – application has been approved, following any necessary revisions by the grantee
- **Awarded** – award of contract documents being signed by grantee and grantor

## My Applications – Archived Applications:

- **Editing** – application was initiated but never submitted prior to the close of the funding opportunity
- **Withdrawn** – application has been withdrawn from consideration by the grantor per request by the grantee

## My Grants:

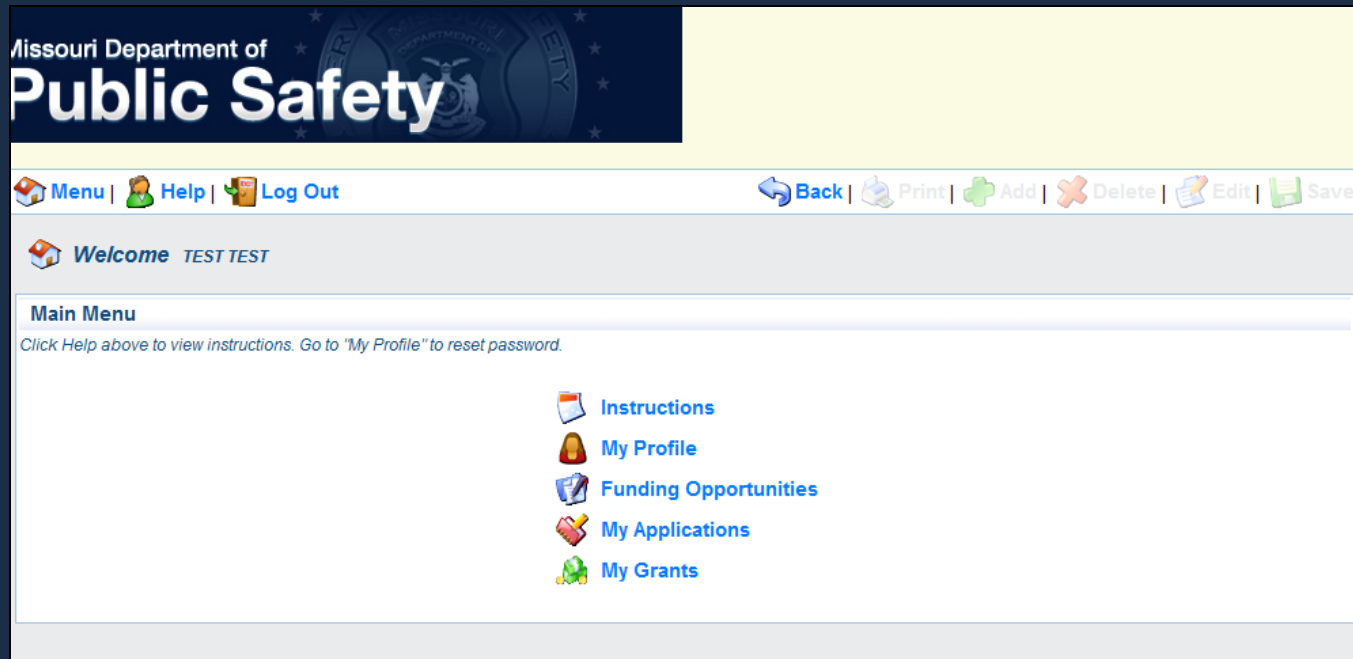
- **Underway** – application officially becomes a grant
- **Suspended** – grant has been “frozen” due to delinquent reporting and/or inappropriate activities

## My Grants – Closed Grants:

- **Closed** – grant has been closed by grantor



# WEBGRANTS - MAIN MENU



- **Instructions:** general instructions and navigational aids
- **My Profile:** maintain contact information, reset password, & add users
- **Funding Opportunities:** displays posted program funding opportunities
- **My Applications:** displays previously created applications for the user's organization
- **My Grants:** displays awarded grants for a user's organization

# STEP #3 – FIND FUNDING OPPORTUNITY

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

Welcome TEST TEST

### Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

1. Select "Funding Opportunities" from the Main Menu

Missouri Department of Public Safety

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

### Funding Opportunities

**Current Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
27388	Crime Victim Services Unit	Crime Victim Services Unit	TEST CVS FO	09/19/2014
33535	Criminal Justice Law Enforcement	Deputy Sheriff Salary Supplementation Fund (DSSSF)	2015 DSSSF - TEST	04/30/2014
31918	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	2014 JAG - DTFs (Test)	Not Applicable
32555	Criminal Justice Law Enforcement	Edward Byrne Memorial Justice Assistance Grant (JAG)	2014 JAG - Non-DTFs (Test)	Not Applicable
32486	Missouri Office of Homeland Security Grants	Emergency Management Performance Grants (EMPG)	Emergency Management Performance Grant 2014 Test Funding Opportunity-Feb/March 2014	Not Applicable
05772	Crime Victim Services Unit	Recovery STOP Grant	TEST - 2012 Recovery STOP VAWA	Not Applicable
33598	Criminal Justice Law Enforcement	Residential Substance Abuse Treatment (RSAT)	2014 RSAT (Test)	05/09/2014
02328	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	TEST - 2012-2013 SASP Solicitation	Not Applicable
03997	Crime Victim Services Unit	Sexual Assault Services Program (SASP)	2012-2013 SASP Solicitation TEST	Not Applicable
35601	Criminal Justice Law Enforcement	State Cyber Crime Grant (SCCG)	2015 SCCG (Test)	Not Applicable
8	Crime Victim Services Unit	State Services to Victims Fund (SSVF)	2012 SSVF Solicitation (TEST)	Not Applicable
788	Crime Victim Services Unit	Victims of Crime Act (VOCA)	Test VOCA - 2011 Victims of Crime Act (VOCA) Solicitation	Not Applicable

2. Select the appropriate "Opportunity Title" from the list of posted grants

# STEP #4 - CREATE APPLICATION

The screenshot shows a web application interface for 'Funding Opportunities'. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section for 'Current Applications' with a table that currently shows 'No existing applications'. A link 'Copy Existing Application | Start a New Application' is present. The main section is 'Opportunity Details' for '31918-2014 JAG - DTFs (Test)'. It describes the 'Edward Byrne Memorial Justice Assistance Grant (JAG)' with an application deadline of 'Accepted on a Continual Basis'. Key details include: Award Amount Range: Not Applicable; Project Start Date: 07/01/2014; Project End Date: 06/30/2015; Program Officer: Heather Haslag; Phone: 573-751-1318 x; Email: Heather.Haslag@dps.mo.gov; Award Announcement Date: ; CFDA Number: 16.738. The 'Description' section includes a 'Background' paragraph about the JAG program, 'Eligible Applicants' (state or local units of government within Missouri), 'Purpose Areas' (a list of 7 areas: Law Enforcement, Prosecution and Court, Prevention and Education, Corrections and Community Corrections, Drug Treatment, Planning, Evaluation, and Technology Improvement, Crime Victim and Witness), and a 'Match Requirement' stating there is no local match requirement for the 2014 JAG funding opportunity. The 'Attachments' section lists four files: '2014 JAG Certified Assurances.pdf' (78 KB), '2014 JAG Solicitation.pdf' (78 KB), 'Mitigation Plan - signed - Jerry Lee.pdf' (117 KB), and 'WebGrants - Grantee Application Manual (Nov 2011).pdf' (4.0 MB). The 'Website Links' section provides a URL to go to the website: 'http://www.dps.mo.gov/dir/programs/cjle/jag.asp' with the description 'MO Department of Public Safety, JAG webpage'.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Funding Opportunities

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

[Copy Existing Application](#) | [Start a New Application](#)

### Opportunity Details

#### 31918-2014 JAG - DTFs (Test)

**Edward Byrne Memorial Justice Assistance Grant (JAG)**  
Application Deadline: Accepted on a Continual Basis

Award Amount Range: Not Applicable  
Project Start Date: 07/01/2014  
Project End Date: 06/30/2015  
Program Officer: Heather Haslag  
Phone: 573-751-1318 x  
Email: [Heather.Haslag@dps.mo.gov](mailto:Heather.Haslag@dps.mo.gov)  
Award Announcement Date:  
CFDA Number: 16.738

### Description

**Background:**

In honor of **Police Officer Byrne**, a major U. S. Department of Justice initiative was titled the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Department's Bureau of Justice Assistance (BJA) administers the program, which allow states and local governments to support a broad range of activities to prevent and control crime and to improve the justice system.

JAG supports local law enforcement, including multi-jurisdictional drug and gang task forces, domestic violence and child abuse investigators, DARE and School Resource Officers, drug courts, corrections, treatment, victim services, information sharing technology, and other prevention initiatives that strengthen the nation's criminal justice system.

**Eligible Applicants:**

Any state or local unit of government within Missouri, is eligible to submit an application for funding. However local units of government which receive a direct JAG allocation from BJA are not eligible to apply for these funds through DPS unless their proposed project is multi-jurisdictional. State agencies must have budgetary spending authority for their requests.

**Purpose Areas:**

JAG funds may be used for state and local initiatives, technical assistance, personnel, training, travel, equipment, supplies and operational costs, contractual support, and information systems for criminal justice for any one of the following 7 purpose areas:

1. Law Enforcement
2. Prosecution and Court
3. Prevention and Education
4. Corrections and Community Corrections
5. Drug Treatment
6. Planning, Evaluation, and Technology Improvement
7. Crime Victim and Witness (other than compensation)

**Match Requirement:**

There is no local match requirement for the 2014 JAG funding opportunity.

### Attachments

Click on the File Name to open attachment

Description	File Name	File Size
2014 JAG Certified Assurances	<a href="#">2014 JAG Certified Assurances.pdf</a>	78 KB
2014 JAG Solicitation	<a href="#">2014 JAG Solicitation.pdf</a>	78 KB
Mitigation Plan (for drug task forces)	<a href="#">Mitigation Plan - signed - Jerry Lee.pdf</a>	117 KB
WebGrants How-To-Apply Manual	<a href="#">WebGrants - Grantee Application Manual (Nov 2011).pdf</a>	4.0 MB

### Website Links

Click on the URL to go to website

URL	Description
<a href="http://www.dps.mo.gov/dir/programs/cjle/jag.asp">http://www.dps.mo.gov/dir/programs/cjle/jag.asp</a>	MO Department of Public Safety, JAG webpage

Funding Opportunity screen includes:

- General Information
- Description
- Attachments
- Website Links

## 1. Copy Existing Application:

- used by organizations reapplying for funds under the JAG program area
- application is created with same information supplied for the 2013 JAG application (if the same form is used)

## 2. Start a New Application:

- used by organizations that have not applied under the JAG program area
- application is created with no existing data

**MAKE SURE IF COPYING AN EXISTING APPLICATION, TO COPY FROM THE SAME PROGRAM AREA!!**

**ALSO, IF COPYING AN EXISTING APPLICATION, BE PATIENT AND DO NOT CLICK SAVE MORE THAN ONCE!**

# FORM #1: GENERAL INFORMATION

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

**Instructions**

*This page must be completed and saved before proceeding with the rest of the application process.*

**General Information**

Primary Contact:\* TEST TEST

Project Title:  
(limited to 250 characters)\*

Organization:\*

[Return to Top](#)

## 1. Complete the form:

- **Primary Contact:** select from the drop-down box, which will pre-populated based on name of the individual associated with the login information.
  - This individual will be the recipient of emails during the application, review, and negotiation phases.
- **Project Title:** enter a brief descriptive title for the proposed project. If the application is a continued project, use the same project title from past years.
  - Do not use the grant or funding opportunity name!
- **Organization:** select from the drop-down box, which will pre-populate based on the organization associated with the selected primary contact person.

1. Click “Save” when completed

2. Review the form

3. Click Edit to make changes and/or click the “Go to Application Forms” link to continue

# STEP #5 – COMPLETE FORMS

Missouri Department of  
**Public Safety**

[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Application**

**Application: 32854 - DTF Test Application**

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)  
Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)  
Proposal Deadline: 06/18/2014

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	05/20/2014
<a href="#">Contact Information</a>		
<a href="#">Project Summary</a>		
<a href="#">Budget</a>		
<a href="#">Brief History</a>		
<a href="#">Statement of the Problem</a>		
<a href="#">Goals and Objectives</a>		
<a href="#">Proposed Service Area</a>		
<a href="#">Supplanting</a>		
<a href="#">Report of Success</a>		
<a href="#">Audit Requirements</a>		
<a href="#">Required Attachments</a>		
<a href="#">Other Attachments</a>		
<a href="#">Certified Assurances</a>		

The 'Application Forms' screen displays all the application forms for JAG.  
The 'Complete' column will track the completion of each form.  
The 'Last Edited' column will track any changes to each form.

*Each form must be 'marked complete' before the application may be submitted.  
A checkmark in the 'Complete' column will not prevent you from making edits.*

# FORM #2: CONTACT INFORMATION

**Contact Information**

**Authorized Official**  
The Authorized Official is the individual that has the ability to legally bind the applicant agency in a contract. Refer to the above mentioned Grant Solicitation for further instructions.

Name: \*  
Title First Name Last Name  
Job Title: \*  
Agency: \*  
Mailing Address: \*  
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1: \*  
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2: \*  
City/State/Zip: \*  
City State Zip  
Email: \*  
Phone: \*  
Ext.  
Fax: \*

**Project Director**  
The Project Director is the individual that will have direct oversight of the proposed law enforcement project. Refer to the above mentioned Grant Solicitation for further instructions.

Name: \*  
Title First Name Last Name  
Job Title: \*  
Agency: \*  
Mailing Address: \*  
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1: \*  
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2: \*  
City/State/Zip: \*  
City State Zip  
Email: \*  
Phone: \*  
Ext.  
Fax: \*

**Fiscal Officer**  
The Fiscal Officer is the individual who has responsibility for accounting and audit issues at the applicant agency or pass-thru agency level. Refer to the above mentioned Grant Solicitation for further instructions.

Name: \*  
Title First Name Last Name  
Job Title: \*  
Agency: \*  
Mailing Address: \*  
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address.  
Street Address 1: \*  
If a PO Box is entered on the Mailing Address line, enter the physical street address here.  
Street Address 2: \*  
City/State/Zip: \*  
City State Zip  
Email: \*  
Phone: \*  
Ext.  
Fax: \*

**Officer in Charge**  
The Officer in Charge is the individual that will act as the supervisor or commander of the proposed project.

Name: \*  
Title First Name Last Name  
Job Title: \*  
Agency: \*  
Mailing Address: \*  
Enter a PO Box where applicable. If a PO Box is not applicable, enter the physical street address. Do not enter a covert office address though.  
Street Address 1: \*  
If a PO Box is entered on the Mailing Address line, enter the physical street address here. Do not provide covert office address though.  
Street Address 2: \*  
City/State/Zip: \*  
City State Zip  
Email: \*  
Phone: \*  
Ext.  
Fax: \*

1. Complete the entire form as indicated:
  - **Authorized Official (AO)** – the individual that has the ability to legally bind the applicant agency in a contract
  - **Project Director (PD)** – the individual that will have direct oversight of the proposed project
  - **Fiscal Officer (FO)** – the individual who has responsibility for accounting and audit issues at the applicant agency level
  - **Officer in Charge (OIC)** – the individual that will act as the supervisor or commander of the proposed project
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the data is complete

Check yourself...

- 1) Is each individual identified correctly?
- 2) Is the contact information current and accurate?

# FORM #3: PROJECT SUMMARY

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the Grant Solicitation for program-specific instructions and guidelines to complete this form.

**Project Summary**

**Application Type:**  
NEW - the application is being submitted as part of a competitive bid process and is not currently funded by the Department of Public Safety.  
RENEWAL - the agency has specifically been notified of the opportunity to renew an existing contract.  
CONTINUATION - the application is being submitted as part of a competitive bid process to continue a project currently funded by the Department of Public Safety.  
EXPAND/ENHANCE - the application is being submitted as part of a competitive bid process to specifically expand or enhance an existing project currently funded by the Department of Public Safety.

**Current Contract Number(s):**  
List all active contract numbers as assigned by the Department of Public Safety relating to the proposed project. If you have more than one active contract number, separate each number by commas.

**Program Category:**  
Select the program category as it relates to the proposed project and by which the project will be classified for evaluation purposes.

**Project Type:**  
Select the target population to be served by this project.

**Geographic Area:**  
Identify the geographic area to be served by the proposed project.

**Brief Summary:**  
Provide a brief summary of the proposed project and the services that will be offered.

**Program Income Generated:**  
Program Income is defined as any income/revenue generated as a direct result of a grant-funded project. Identify whether or not program income will be generated as a result of this project.

Application Type:

Current Contract Number(s):

Program Category:

Project Type:

Geographic Area:

Brief Summary:

Program Income Generated: ☐ Yes ☐ No

[Return to Top](#)

1. Complete the entire form as indicated:
  - **Application Type** – select ‘New’ or ‘Continuation’
  - **Current Contract Number(s)** – leave blank if ‘New’ or enter your 2013 JAG contract number if ‘Continuation’
  - **Program Category** – select purpose area
  - **Project Type** – select ‘Statewide’, ‘Regional’, or ‘Local’
  - **Geographic Area** – enter general service area
  - **Brief Summary** – enter brief description of proposed project and costs
  - **Program Income** – select ‘Yes’ or ‘No’
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Is the form current and accurate?

# FORM #4: BUDGET

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2014 JAG Solicitation](#) for specific instructions and examples to complete this form.

**Budget Category:**

- To [add a new item](#) to a budget category, click "Add".
- To [revise an item](#) that has been added to a budget category, click on the respective blue hyperlink in the Item column of the budget to open the specific budget line or click "Edit" on the toolbar to open all budget lines and justification text boxes at once.
- To [delete an item](#) that has been added to a budget category, click on the respective blue hyperlink in the Item column of the budget and click "Delete".

**NOTE:** If you are not requesting funding from a budget category, do not add a line item under that budget category and do not leave a \$0 budget lines in the budget category!

**Budget Justification:**

- To [provide or edit the required justification](#) for a budget category, click "Edit". If you have added a line item under any budget category, justification for that budget category must be provided before the justification portion of the form can be saved. Required sections will be marked with a red asterisk (\*).

**Personnel** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

1. Include all personnel to be funded on the proposed project. If the project includes more than one individual, repeat this step for each person.  
2. The Total Cost will automatically calculate as Salary per Pay Period x Number of Pay Periods x % of Funding Requested.

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Funding Requested	Total Cost
							\$0.00

**Personnel Justification**

Personnel Justification

If personnel is not included in the budget, skip this section.

If personnel is included in the budget, provide justification for each position.

If the position is **new (created)**:

- Provide a description of the job responsibilities the individual will be expected to perform

If the position **exists (retained)**:

- Provide a description of the job responsibilities
- Provide a description of the experience possessed by the individual
- Identify any certification the individual possesses as it relates to the position

If a salary increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.

**Personnel Benefits** [Add](#)

1. Identify the fringe benefits for which funds are requested. If an individual is eligible for multiple benefits, repeat this step for each benefit.  
2. The Total Cost will automatically calculate as Salary/Premium x Percentage/# of Periods x % of Funding Requested.

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
					\$0.00

**NOTE:** Absent of local match, reflect the % of Funding Requested appropriately!

## 1. Complete the Budget:

- To **create new budget lines**, click "Add" for the appropriate category
- To **edit an existing budget line**, click on the blue hyperlink of the budget item, make the changes, and click "Save"
- To **delete an existing budget line**, click on the blue hyperlink of the budget item and click "Delete"
- DO NOT LEAVE \$0 BUDGET LINES!**

## 2. Complete the Budget Justification

- To enter or edit, click "**Edit**"
- Click "Save" when completed

## 3. Review for accuracy

## 4. Click "Mark as Complete" when the form is complete

Check yourself...

- Are the budget lines clearly labeled? Is the basis for cost estimate clearly identified for each budget line?
- Does the budget justification address each cost item and provide all requested information?



# FORM #5: BRIEF HISTORY

Missouri Department of  
**Public Safety**

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Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the 2014 JAG Solicitation for clarification to complete this form.

**Brief History**

Brief History\*

Identify the following information to provide an overview of the project:

- When the task force originally organized
- Why the task force originally organized
- The number of agencies involved in the task force at the time of organization

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1. Provide the requested information:
  - When the drug task force originally organized
  - Why the drug task force organized
  - The number of agencies involved with the drug task force at the time of organization.
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Did you clearly address the 3 requested questions?
- 2) Does the information provide DPS with a basic understanding of the project agency?

# FORM #6: STATEMENT OF PROBLEM

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2013 JAG Solicitation](#) for clarification or examples to complete this form.

**Statement of the Problem**

Statement of the Problem\*

Provide the following information to define the problem that you will be attempting to impact with the project for which you are requesting funds:

- Identify the problem(s) being addressed by the use of funds being requested.
- Include current facts and statistics on incidents of crime to demonstrate a need for funding.
- Identify existing resources (or the lack thereof), demographic and geographic specifications, etc. to demonstrate a need for funding.

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1. Provide the requested information:
  - Identify problem references
  - Include facts and statistics
  - Identify existing resources, demographic or geographic specifications, etc.
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Are the problem references clearly identified and relative to the proposed project?
- 2) Did you include facts and/or statistics to support the problem references?  
Are the facts and statistics current?
- 3) Did you demonstrate a need for funding?

# FORM #7: GOALS & OBJECTIVES

**Goals and Objectives**

**Goal #1 - Collaboration with Other Law Enforcement Agencies**

*Objective #1 - Coverage and Collaboration*

1. Does the project serve a county or city not previously served by a drug task force? \* ☐ Yes ☐ No

2. Is there a county or city within or contiguous to the project service area not served by a drug task force? \* ☐ Yes ☐ No

If No, explain. If Yes, identify the area(s) not served and the reasoning.

3. Does the project have a minimum of 10 agencies (not including a Prosecutor's Office) signing its Memorandum of Understanding (MOU)? \* ☐ Yes ☐ No

If Yes, identify each of the signing agencies. If No, identify each of the signing agencies and explain why the project does not have 10 signers.

4. Does the task force actively engage with a prosecutor in the service area? \* ☐ Yes ☐ No

If Yes, explain. If No, explain the plan to become actively involved with a prosecutor(s) in the service area.

*Objective #2 - Investment*

1. Do all of the agencies signing the MOU contribute resources (personnel, currency, equipment, fuel, office space, etc) to the task force? \* ☐ Yes ☐ No

If Yes, explain. If No, identify the agencies that do not contribute and the reasoning.

*Objective #3 - Deconfliction*

1. Has the task force adopted a standard operating procedure for the de-confliction of all cases, to include when to deconflict, how to deconflict, and through which means? \* ☐ Yes ☐ No

If Yes, explain. If No, identify the plan to implement such procedure.

*Objective #4 - Information Sharing*

1. Has the task force adopted a standard operating procedure for information sharing to include how information will be shared? \* ☐ Yes ☐ No

If Yes, explain. If No, identify the plan to implement such procedure.

2. Does the task force participate in quarterly regional meetings? \* ☐ Yes ☐ No

If Yes, explain. If No, identify the plan to coordinate and/or participate in quarterly regional meetings.

3. Does the task force participate in semi-annual statewide drug task force commander (OTC) meetings? \* ☐ Yes ☐ No

If Yes, explain. If No, identify the plan to participate in semi-annual statewide meetings.

## Goal #1 – Collaboration with Other Law Enforcement Agencies

### Objective #1 – Coverage and Collaboration

- Serve a county or city not previously served by a drug task force?
- County or city within or contiguous to the service area not served?
- 10 agencies (not including a PA Office) signing its MOU?
- Actively engage with a prosecutor in the service area?

### Objective #2 – Investment

- All of the agencies signing the MOU contribute resources?

### Objective #3 – Deconfliction

- SOP for the de-confliction?

### Objective #4 – Information Sharing

- SOP for information sharing?
- Participate in quarterly regional meetings?
- Participate in semi-annual statewide drug task force commander meetings?

# FORM #7: GOALS & OBJECTIVES cont'd

<b>Goal #2 - Minimum Standards</b>	
<i>Objective #1 - Standard Operating Procedures (SOPs)</i>	
1. Has the task force adopted a standard SOP for the hiring/selection of personnel? *	<input type="radio"/> Yes <input type="radio"/> No
<div></div> <div>If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.</div>	
2. Has the task force adopted a SOP for the development and use of informants? *	<input type="radio"/> Yes <input type="radio"/> No
<div></div> <div>If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.</div>	
3. Has the task force adopted a SOP for the collection and storage of evidence? *	<input type="radio"/> Yes <input type="radio"/> No
<div></div> <div>If Yes, identify the name and/or number of the SOP. If No, identify the plan to implement such procedure.</div>	
<i>Objective #2 - Minimum Training</i>	
1. Have all narcotic officers on the task force received Basic Narcotic School (1 week) and Advanced Narcotic School (1 week) training? *	<input type="radio"/> Yes <input type="radio"/> No
<div></div> <div>If Yes, identify the training provider(s). If No, identify the plan to obtain such training.</div>	
2. Have all narcotic officers on the task force received Clandestine Meth Lab Certification (1 week)? *	<input type="radio"/> Yes <input type="radio"/> No
<div></div> <div>If Yes, identify the training provider(s). If No, identify the plan to obtain such training.</div>	

## Goal #2 – Minimum Standards

### Objective #1 – Standard Operating Procedures (SOPs)

- SOP for hiring/selection of personnel?
- SOP for development and use of informants?
- SOP for collection and storage of evidence?

### Objective #2 – Minimum Training

- All narcotic officers received Basic Narcotic School and Advanced Narcotic School training?
- All narcotic officers received Clandestine Meth Lab Certification?

# FORM #7: GOALS & OBJECTIVES cont'd

## Goal #3 – Prevention and Education Activities

### Objective #1 –Prevention

- Involvement in community prevention programs?

### Objective #2 – Education

- Involvement in education/training programs?

### Objective #3 – Rehabilitation

- Involvement in rehabilitation programs?

1. Provide the requested information
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

**Goal #3 - Prevention and Education Activities**

*Objective #1 - Prevention*

Community prevention programs include, but are not limited to, coalitions, prescription take-back events, neighborhood watch programs, and town hall meetings. Where applicable, describe the prevention program(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

1. What is the task force's level of involvement in community prevention programs?\*

*Objective #2 - Education*

Education/training programs include, but are not limited to, programs, presentations, and fair/expo booths for businesses, civic organizations, government organizations, law enforcement agencies, libraries, parents, students, teachers, etc. Where applicable, describe the prevention education/training program(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

2. What is the task force's level of involvement in education/training programs?\*

*Objective #3 - Rehabilitation*

Rehabilitation programs include, but are not limited to, drug court and treatment programs. Where applicable, describe the rehabilitation program(s) for which the task force is involved and the level of involvement by the task force. The level of involvement should be based on whether the task force coordinates the program, assists in the coordination of the program, or merely participates in the already coordinated program.

3. What is the task force's level of involvement in rehabilitation programs?\*

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**Check yourself...**

- 1) Is the form completed correctly?

# FORM #8: PROPOSED SERVICE AREA

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a header section titled 'Application' with a sub-header 'Application: 32854 - DTF Test Application'. This section contains three lines of information: 'Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)', 'Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)', and 'Proposal Deadline: 06/18/2014'. Below the header is an 'Instructions' section with a link to the 2014 JAG Solicitation. The main section is titled 'Proposed Service Area' and contains a 'Proposed Service Area\*' label. It includes a description of the proposed service area by identifying the following information: Geographic area to be served by the task force, Details to easily locate the service area within the state, Total population within the task force service area, and Any other geographical details (as applicable) pertinent to the task force service area. Below this is a text area for listing the names of each agency that has signed the Memorandum of Understanding (MOU). At the bottom of the form, there is a 'Path:' field and a 'Words:0' counter. A 'Return to Top' link is located at the bottom right of the form.

1. Provide the requested information:
  - Identify geographic area to be served
  - Details to easily locate the service area within the state
  - Total population in service area
  - Other geographic details (as applicable) pertinent to the service area
  - List the names of each agency that signed the MOU, as well as the names of other areas/agencies that will be served but have not signed the MOU
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

## Check yourself...

- 1) Is the information current?
- 2) Is adequate information provided to easily locate the jurisdiction(s) within the state?
- 3) Does the list of member agencies match up with the MOU?
- 4) Are the names of agencies easily identified as either being signing or non-signing agencies?

# FORM #9: SUPPLANTING

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Supplanting is defined as taking the place of or replacing with something else. Supplanting is strictly unallowable under this grant program. Federal/state funds cannot be awarded towards budget items that are and will continue to be funded by another source of money. Federal/state funds shall only be used to supplement existing funds.

Refer to the 2014 JAG Solicitation for examples of non-supplanting and supplanting.

**Supplanting**

Supplanting\*

Describe whether or not other federal, state, or local funds are available to the applicant agency for the purpose of the project. Be specific!

If any of the following factors apply to the proposed project, provide information to address the factors that apply:

- If other federal, state, or local monies are available, please address why JAG funding is being requested.
- If the application includes existing costs, explain how those costs are currently being funded and if and when that funding source will cease.
- If program income is anticipated or could be generated as a result of the grant-funded project, explain how those monies will not supplant JAG funds.

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## 1. Provide the requested information:

- Describe if other funds are available for the project. If so, address why JAG funds are being requested.
- Address any existing costs and the status of its current fund source.
- Address program income, if such is possible.

## 2. Click “Save” when complete

## 3. Review for accuracy

## 4. If revisions are necessary, click “Edit” and then re-save when completed

## 5. Click “Mark as Complete” when the form is complete

### Check yourself...

- 1) Is the information current?
- 2) If other funds are available, have you addressed why they cannot be used for this project? Program Income?
- 3) If there are existing costs, have you addressed when and why the current fund source will cease?

# FORM #10: REPORT OF SUCCESS

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 32854 - DTF Test Application**

**Program Area:** Edward Byrne Memorial Justice Assistance Grant (JAG)

**Funding Opportunity:** 31918 - 2014 JAG - DTFs (Test)

**Proposal Deadline:** 06/18/2014

**Instructions**

Refer to the [2013 JAG Solicitation](#) for clarification or examples to complete this form.

**Report of Success**

**Report of Success\***

If the proposed project is not currently being supported with JAG funds from the Missouri Department of Public Safety, Office of the Director, put N/A.

If the proposed project is currently being supported with JAG funds, restate the goals and objectives from your current contract as listed in your approved application. Clearly identify whether or not each objective has been attained.

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Path: Words:0

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1. Provide the requested information:
  - If the project is “new”, enter N/A
  - If the project is a “continuation”, restate the goals and objectives from the 2013 JAG application and clearly identify the results of those expectations.
2. Click “Save” when complete
3. Review for accuracy
4. If revisions are necessary, click “Edit” and then re-save when completed
5. Click “Mark as Complete” when the form is complete

Check yourself...

- 1) Is the information clearly outlined?
- 2) Is the information current?
- 3) Is the result of the expectations clearly identified?



# FORM #11: AUDIT REQUIREMENTS

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

This form is necessary for the Missouri Department of Public Safety to gather general audit information relating to your agency. If awarded federal/state grant funds under this application, you will be required, at a later date, to submit a copy of your agency's last financial audit if you meet the following conditions:

An audit is required for the agency fiscal year, when STATE financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of \$250,000 or more is expended by the applicant agency.

An audit is required for the agency fiscal year, when FEDERAL financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of \$500,000 or more is expended by the applicant agency.

No audit of any type is required when STATE financial assistance of less than \$250,000 or FEDERAL financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

**Audit Requirements**

Date last audit was completed:\*

Date(s) covered by last audit:\*

Last audit performed by:\*

Phone number of auditor:\*

Date of next audit:\*

Date(s) to be covered by next audit:\*

Next audit will be performed by:\*

Total amount of financial assistance received from all entities, including the Missouri Department of Public Safety, during the date(s) covered by your agency's last audit, as indicated above.

The **Federal Amount** refers to funds received directly from the Federal Government or federal funds passed through state agencies in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. The **State Amount** refers to funds received directly from the State of Missouri, not including federal pass-thru funds.

Federal Amount:\*

State Amount:\*

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1. Complete the form:
  - Date of Last Audit
  - Dates covered by Last Audit
  - Name of auditing firm
  - Phone number for auditor
  - Date of Next Audit; enter TBD if unknown
  - Dates covered by Next Audit; enter TBD if unknown
  - Name of auditing firm for next audit; enter TBD if unknown
  - Amount of Federal and State assistance received during last audited period
2. Click "Save" when complete
3. Review for accuracy
4. If revisions are necessary, click "Edit" and then re-save when completed
5. Click "Mark as Complete" when the form is complete

## Check yourself...

- 1) Is the form current and accurate?
- 2) Does the form reflect information for the applicant (e.g. city, county, state department)?

# FORM #12: REQUIRED ATTACHMENTS

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2014 JAG Solicitation](#) for program-specific guidelines regarding the required attachments.

- To [upload the required document](#), select the respective blue hyperlink below, browse for the document on your computer or disk, enter a short title in the Description box, and click Save.
- To [delete an uploaded file](#), click the recycle bin in the Delete column.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

The Missouri Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

**NOTE:** Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

**Required Attachments** [Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
<a href="#">Memorandum of Understanding (MOU)</a>						
<a href="#">Standard Operating Procedures (SOPs)</a>						

Last Edited By:

1. To **upload** the required document, click on the blue hyperlink
2. To **delete** an uploaded file, click on the recycle bin in the “Delete” column
3. Click “Mark as Complete” when the form is complete

- **Memorandum of Understanding (MOU):** agreement between each municipality and/or political sub-division that pledges to participate in the multi-jurisdictional project.
  - Should contain organizational and operations mandates.
  - Should be current and contain the signatures and date of signature of each member party. If the MOU is not re-signed from year-to-year, must include a letter indicating it is still in effect.
- **Standard Operating Procedures (SOPs):** policies and procedures adopted and used by the narcotic unit.

## Check yourself...

- 1) Is the MOU current & complete?
- 2) Are the SOPs current & complete?
- 3) Is the file type a commonly used program? If not, DPS may not be able to open it.
- 4) Is the file password protected?

# FORM #13: OTHER ATTACHMENTS

Applicants not providing additional attachments should just click “Mark as Complete” and continue.

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

- To attach any other documents, click "Add".
- To delete an uploaded file, click the recycle bin in the Delete column.
- If you have no additional attachments to include in your application, just select "Mark as Complete".

The Missouri Department of Public Safety can support the following file types: Word (\*.doc, \*.docx), Excel (\*.xls, \*.xlsx), PowerPoint (\*.ppt, \*.pptx), Publisher (\*.pub), Adobe PDF (\*.pdf), Photos (\*.bmp, \*.jpg, \*.jpeg, \*.jpe, \*.asp, \*.tif, \*.wmf) and similar commonly used programs. If you attach a file type that the Missouri Department of Public Safety does not have software to open or the file is corrupted and cannot be opened, the attachment may not be considered.

If this document is saved on a computer or disk, search for the file location and upload it. The Description field should merely name the attachment, not provide extensive details about the attachment.

If this document is not saved on a computer or disk but is rather a sheet of printed paper, it will need to be scanned and saved to a computer file location. If the document is multiple pages, check your scanner settings to ensure the pages can be saved as one file or use the free, online tool called [PDF Merge](#) if it is necessary to combine multiple 1-page scans into 1 saved document.

NOTE: Do not attach password protected documents as the Print to PDF feature will not be able to open such file types.

**Other Attachments** Mark as Complete | Go to Application Forms

Description	File Name	File Size	Date Uploaded	Delete?
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Last Edited By:

Check yourself...

- 1) Is the attachment relative to the project?
- 2) Is the file type a commonly used program? If not, DPS may not be able to open the file.
- 3) Is the file password protected? If so, need to remove.

Potential “other” attachments:

- Vendor quote
  - Documents to support narrative
  - Letters of support
1. To **upload** an additional document:
    - Click “Add”
    - Browse for the attachment on your computer or storage device
    - Enter a brief title for the document
    - Click “Save”
  2. To **delete** an uploaded file, click on the recycle bin in the “Delete” column
  3. Click “Mark as Complete” when the form is complete

# FORM #14: CERTIFIED ASSURANCES

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

Refer to the [2014 JAG Solicitation](#) for specific information about the Certified Assurances.

**Certified Assurances**

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant attests to and/or will comply with the following Certified Assurances if the assistance is awarded:

[2014 JAG Certified Assurances](#)

In addition, as a drug task force project, I agree to fully comply with the Missouri Department of Public Safety's Mitigation Plan for Clandestine Methamphetamine Laboratory Enforcement Operations if the assistance is provided:

[Mitigation Plan for Clandestine Methamphetamine Laboratory Enforcement Operations](#)

I am aware that failure to comply with any of the terms and conditions outlined in the Certified Assurances and/or Mitigation Plan could result in funds being withheld until such time that I, the recipient, take appropriate action to rectify the incident(s) of non-compliance. Where the Authorized Official is unable to certify to any of the statements in the Certified Assurances or Mitigation Plan, he or she shall provide an explanation below and may attach documentation under the 'Other Attachments' form where needed.

I have read and agree to the terms and conditions of the grant.\* ☐ Yes ☐ No

If you marked No to the question above, please explain:

Your typed name as the applicant authorized official, in lieu of signature, represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application.

Authorized Official Name:\*

Job Title:\*

Date:\*

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1. Obtain a copy of the 2014 JAG Certified Assurances and read thoroughly
2. Obtain a copy of the Mitigation Plan and read thoroughly
3. Complete the form
4. Click "Save" when complete
5. Review for accuracy
6. Click "Mark as Complete" when the form is complete

## Check yourself...

- 1) Does your Authorized Official agree with the terms and conditions? If not, have you provided a valid reason?
- 2) Did the correct Authorized Official "sign" the form?
- 3) Is the Date reflective of the current funding opportunity?

# STEP #6 - REVIEW/SUBMIT APPLICATION

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 32854 - DTF Test Application

Program Area: Edward Byrne Memorial Justice Assistance Grant (JAG)

Funding Opportunity: 31918 - 2014 JAG - DTFs (Test)

Proposal Deadline: 06/18/2014

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

**Application Forms** [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	05/20/2014
Contact Information	✓	05/20/2014
Project Summary	✓	05/20/2014
Budget	✓	05/20/2014
Brief History	✓	05/20/2014
Statement of the Problem	✓	05/20/2014
Goals and Objectives	✓	05/20/2014
Proposed Service Area	✓	05/20/2014
Supplanting	✓	05/20/2014
Report of Success	✓	05/20/2014
Audit Requirements	✓	05/20/2014
Required Attachments	✓	05/20/2014
Other Attachments	✓	05/20/2014
Certified Assurances	✓	05/20/2014

- **Preview Application**
  - Read through the entire application
  - Review your budget
  - Have another individual critique your proposal!
- **Click "Submit"**
  - Confirmation screen will appear
  - Primary Contact will receive confirmation email of submission

- Contact DPS staff at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) prior to deadline if **revisions are necessary** to a submitted application
- Contact DPS staff at [dpswebgrants@dps.mo.gov](mailto:dpswebgrants@dps.mo.gov) within 24 hours after the deadline if technical issues with WebGrants **prevents you from submitting** your application by the deadline.

# **POST-APPLICATION INFORMATION**

# APPLICATION REVIEW

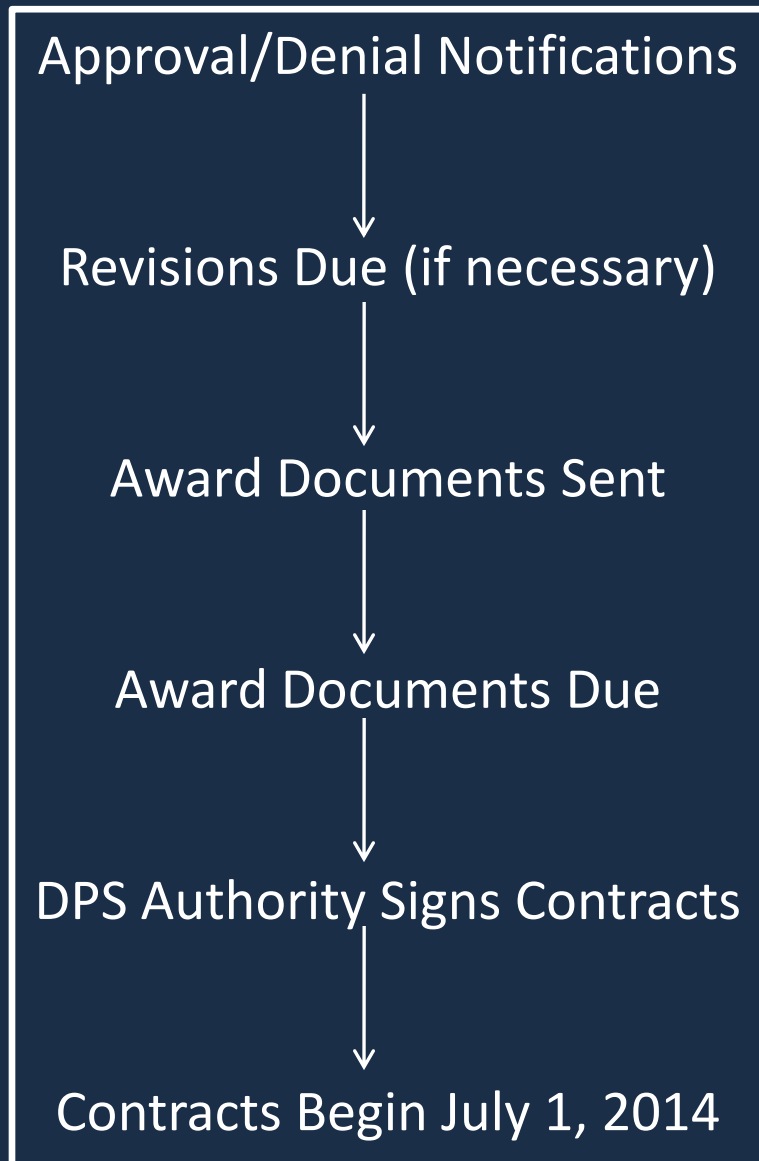
- Grant Review Meeting: TBD
- Applicants will not be contacted if their application is deficient of information
- Applicants will receive notification via WebGrants following the review meeting; timeframe unknown
- Funding will not be released through any other forum – so please be patient!!

# EVALUATION CRITERIA

- Demonstration the project fits within parameters of JAG Program
- Demonstration of need
- Correlation between the cost of the project and the objectives to be achieved
- Probability of project to meet goals and objectives
- Justification for items being requested
- Demonstration that funds will not be used to supplant other federal, state, or local funds
- Overall quality and completeness of the application
- Compliance with statutory reporting requirements (e.g. UCRs, Racial Profiling, Federal Forfeiture Report)
- Legally binding signature of the proper Authorized Official on Certified Assurances application form
- Availability of funding



# GRANT AWARD & ACCEPTANCE



- Awarded = will be instructed at a later date to print and return:
  - Signed Award of Contract
  - Signed Certified Assurances
  - 'Mandatory Wear' vest policy, if vests are included in budget
  - Application
- Projects must be operational within 60 days of contract period start date
- Must notify in writing if the project is not operational within 60 days
- Must notify in writing if the project is not operational within 90 days; could be subject to termination

# **POST-AWARD REPORTING REQUIREMENTS**

# REPORTING REQUIREMENTS

- Claims – Monthly
  - Submit your actual expenditures for reimbursement
  - Due 10<sup>th</sup> of the month following reporting period
- Status Reports – Quarterly
  - Submit your activities, obstacles, & statistics
  - Due 10<sup>th</sup> of the month following reporting quarter
- PMT Reports – Quarterly
  - Submit your financial and program activities
  - Due 15<sup>th</sup> of the month following reporting quarter
- Law Enforcement Task Force Training
  - Currently funded drug task forces will have to re-complete training within 120 days of the award (by October 28, 2014); exceptions will be for persons with a certificate dated between January 1 – June 30, 2014
  - Any new personnel need to complete the training within 30 days of hire (or change) date

# OTHER RESOURCES

# OTHER AVAILABLE RESOURCES

- COPS Hiring Program

U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) awards grants to hire and train community police professionals. [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

- Bulletproof Vest Program (BVP)

U.S. Department of Justice initiative created in 1998. BVP funds up to 50% of the cost of each vest purchased or replaced.

[www.ojp.usdoj.gov/bvpbasi](http://www.ojp.usdoj.gov/bvpbasi)

- Department of Defense (DoD) Program

Administered by DPS to provide excess military equipment to law enforcement agencies for use in counter-narcotics, counter-terrorism, and officer safety efforts.

<http://www.dps.mo.gov/dir/programs/cjle/dod.asp>

- MO Crime Prevention Information Center

Established within DPS in 1994 as an information clearinghouse for crime prevention efforts. Items such as brochures, coloring books, crayons, pens, bookmarks, key chains, and litterbags are available upon request at no cost (other than shipping). Videos, Fatal Vision Goggles, and the McGruff Costume are also available on a loan basis

<http://www.dps.mo.gov/dir/programs/cjle/crimeprevention.asp>

- Other DPS Grants

<http://www.dps.mo.gov/dir/grants.asp>

**QUESTIONS?**